

**Wisconsin Department of Public Instruction
School Nutrition Team (SNT)**

2018-2019 Instructions for Submitting Verification Collection Report

There is a 15 minute time out when submitting this report online. It is recommended to enter the data manually on a printed copy of this document, or a printed version of the report found at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/verification> to assist in submitting online.

Contents

Accessing the Verification Collection Report (VCR)	2
Section 1. Total Schools, RCCIs, and Enrolled Students	6
Section 2. For Reporting Community Eligibility Provision and Provision 2 Schools	7
Section 3. Eligibility Based on Direct Certification	8
Section 4. Eligibility Based on Applications.....	9
Section 5. Results of Verification.....	10
Submitting the Report	13
Printing Instructions.....	14
Attachment A. Special situation: Multiple eligibility types on one application due to foster and non-foster students in same household	15

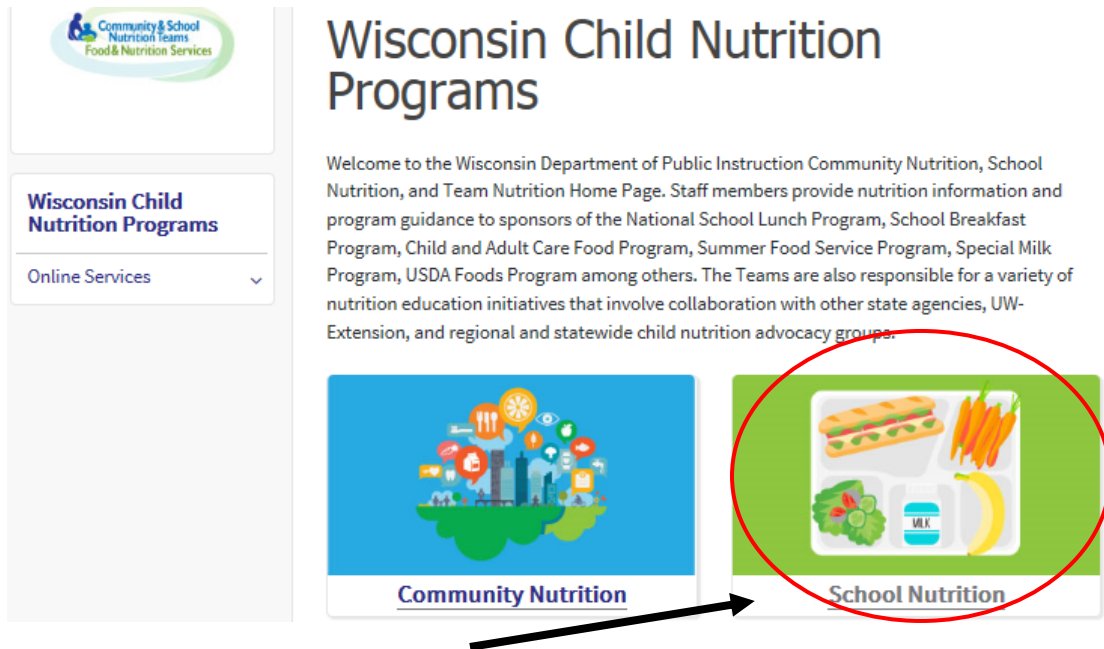
Additional Information

Information such as State Agency Name; SFA Name, ID Number, Type, City, Zip Code; and School Year is not requested on the online version of the VCR because the information is retrieved when you log in.

Accessing the Verification Collection Report (VCR)

Go to the School Nutrition Team website: <http://dpi.wi.gov/nutrition>

Select “School Nutrition”



Community & School Nutrition Teams Food & Nutrition Services

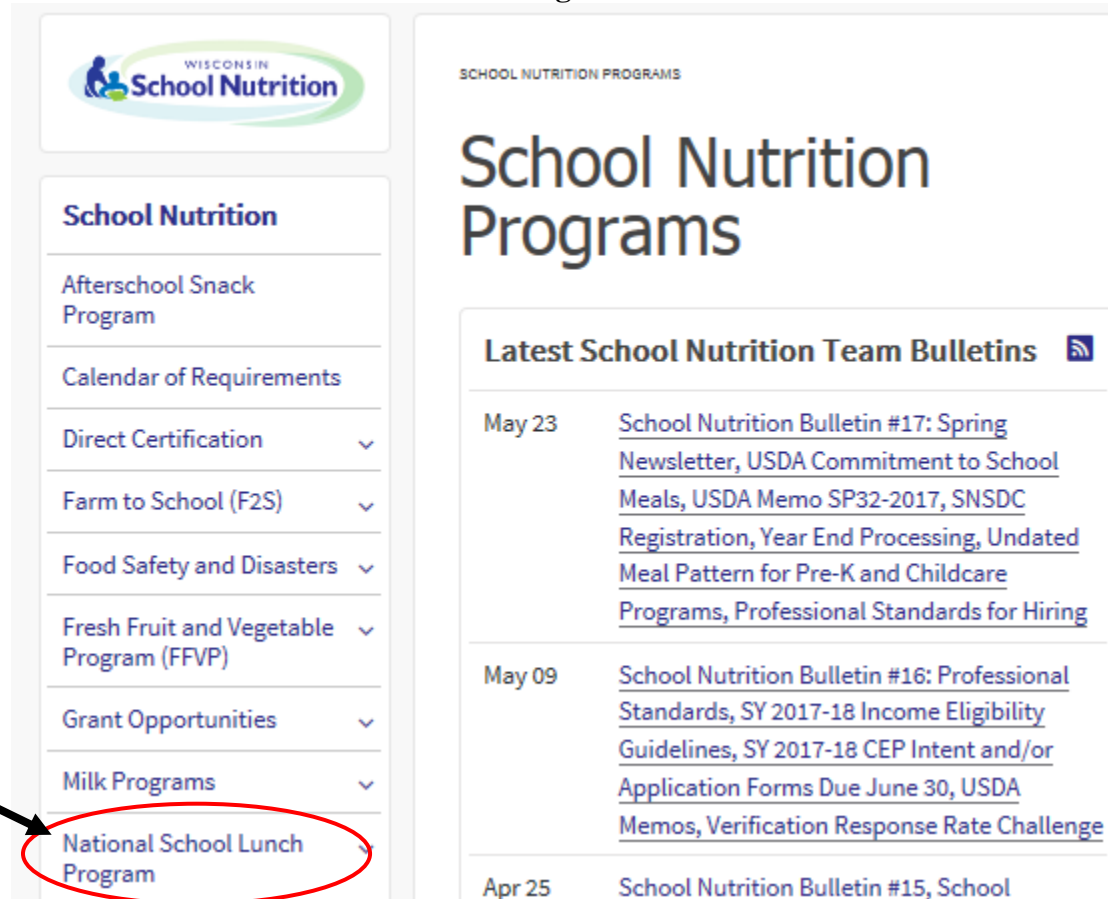
Wisconsin Child Nutrition Programs

Welcome to the Wisconsin Department of Public Instruction Community Nutrition, School Nutrition, and Team Nutrition Home Page. Staff members provide nutrition information and program guidance to sponsors of the National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, Summer Food Service Program, Special Milk Program, USDA Foods Program among others. The Teams are also responsible for a variety of nutrition education initiatives that involve collaboration with other state agencies, UW-Extension, and regional and statewide child nutrition advocacy groups.

[Community Nutrition](#)

[School Nutrition](#)

Select “National School Lunch Program”

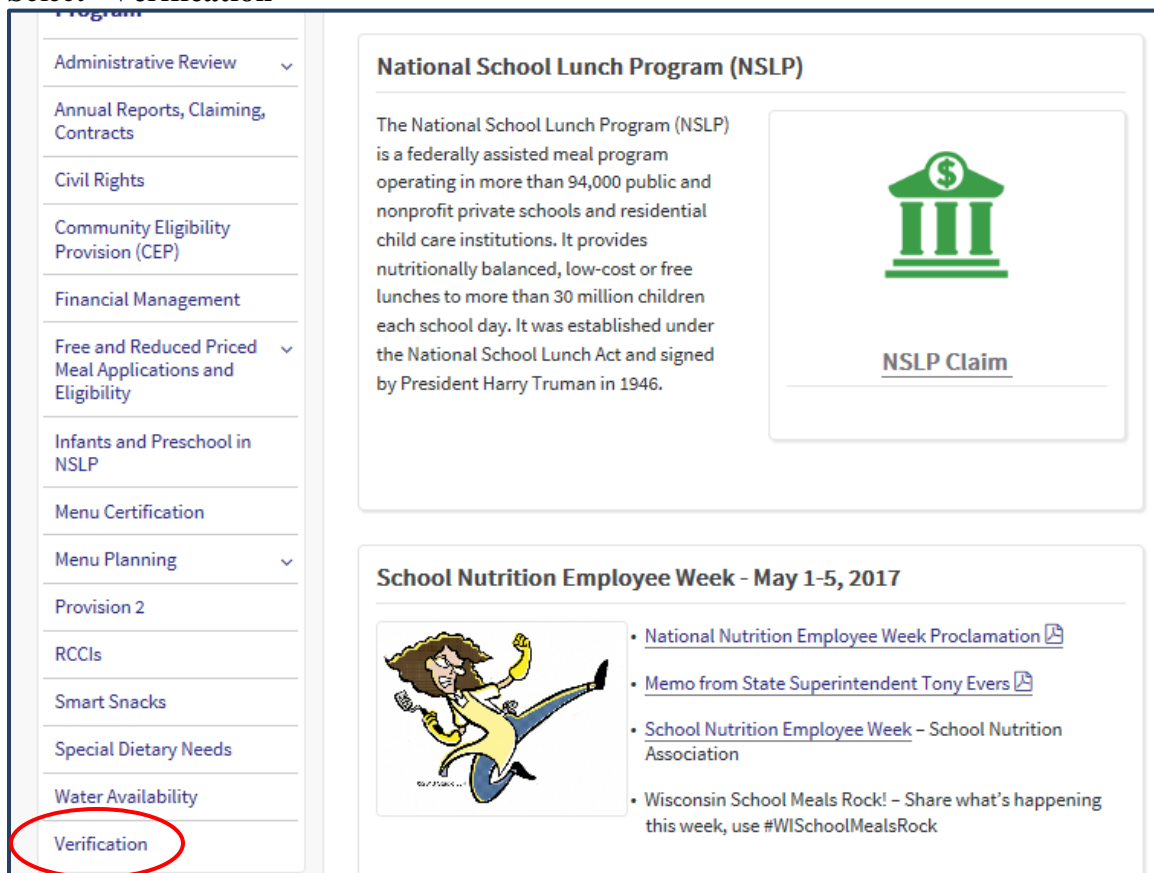


School Nutrition Programs

Latest School Nutrition Team Bulletins

May 23	School Nutrition Bulletin #17: Spring Newsletter, USDA Commitment to School Meals, USDA Memo SP32-2017, SNSDC Registration, Year End Processing, Undated Meal Pattern for Pre-K and Childcare Programs, Professional Standards for Hiring
May 09	School Nutrition Bulletin #16: Professional Standards, SY 2017-18 Income Eligibility Guidelines, SY 2017-18 CEP Intent and/or Application Forms Due June 30, USDA Memos, Verification Response Rate Challenge
Apr 25	School Nutrition Bulletin #15, School

Select “Verification”



Program


- Administrative Review
- Annual Reports, Claiming, Contracts
- Civil Rights
- Community Eligibility Provision (CEP)
- Financial Management
- Free and Reduced Priced Meal Applications and Eligibility
- Infants and Preschool in NSLP
- Menu Certification
- Menu Planning
- Provision 2
- RCCIs
- Smart Snacks
- Special Dietary Needs
- Water Availability
- Verification**

National School Lunch Program (NSLP)

The National School Lunch Program (NSLP) is a federally assisted meal program operating in more than 94,000 public and nonprofit private schools and residential child care institutions. It provides nutritionally balanced, low-cost or free lunches to more than 30 million children each school day. It was established under the National School Lunch Act and signed by President Harry Truman in 1946.

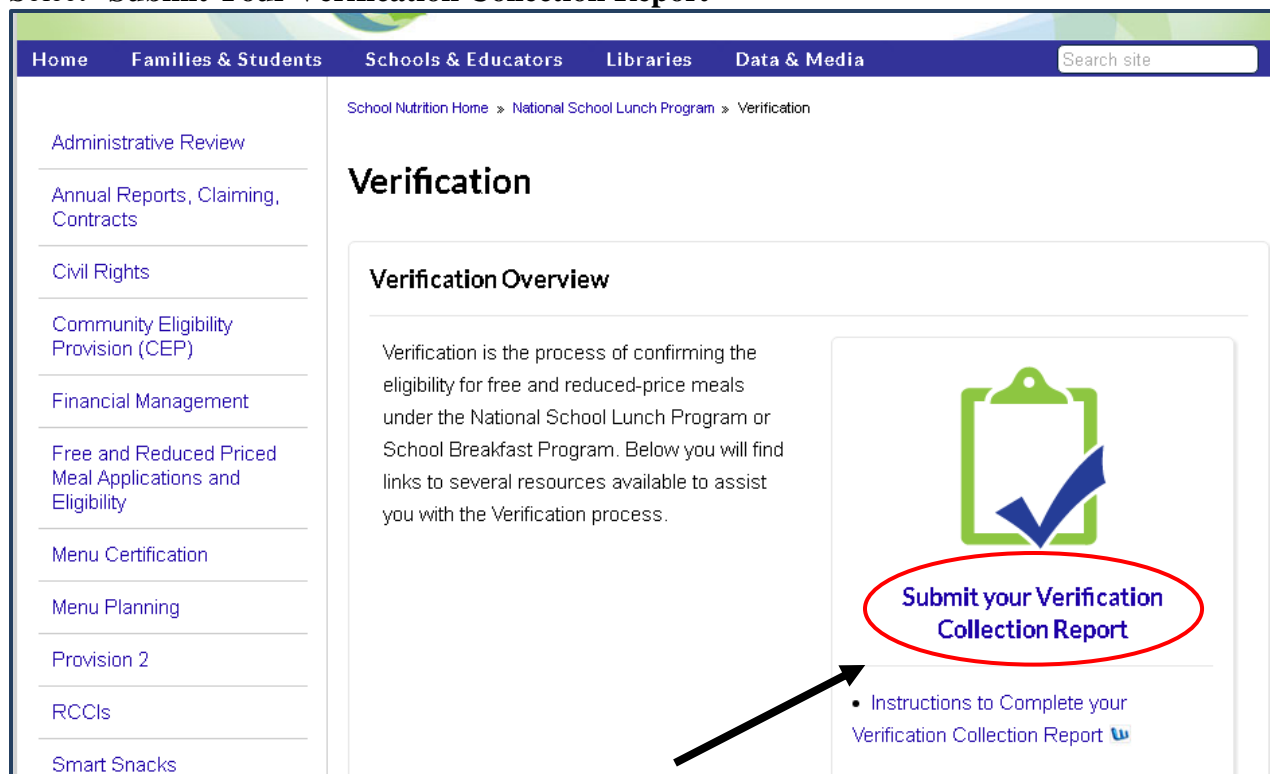
NSLP Claim

School Nutrition Employee Week - May 1-5, 2017



- [National Nutrition Employee Week Proclamation](#)
- [Memo from State Superintendent Tony Evers](#)
- [School Nutrition Employee Week](#) - School Nutrition Association
- Wisconsin School Meals Rock! - Share what's happening this week, use #WISchoolMealsRock

Select “Submit Your Verification Collection Report”



Home Families & Students Schools & Educators Libraries Data & Media Search site

School Nutrition Home » National School Lunch Program » Verification


Verification

Verification Overview

Verification is the process of confirming the eligibility for free and reduced-price meals under the National School Lunch Program or School Breakfast Program. Below you will find links to several resources available to assist you with the Verification process.

Submit your Verification Collection Report


- [Instructions to Complete your Verification Collection Report](#)




WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

Welcome to Wisconsin Child Nutrition Programs On-line Services

Submit Claims for Home Sponsor, National School Lunch Program, School Breakfast Program, Summer Food Program, Child and Adult Care Food Program, Special Milk Program & Revise Programs Contracts Informations.



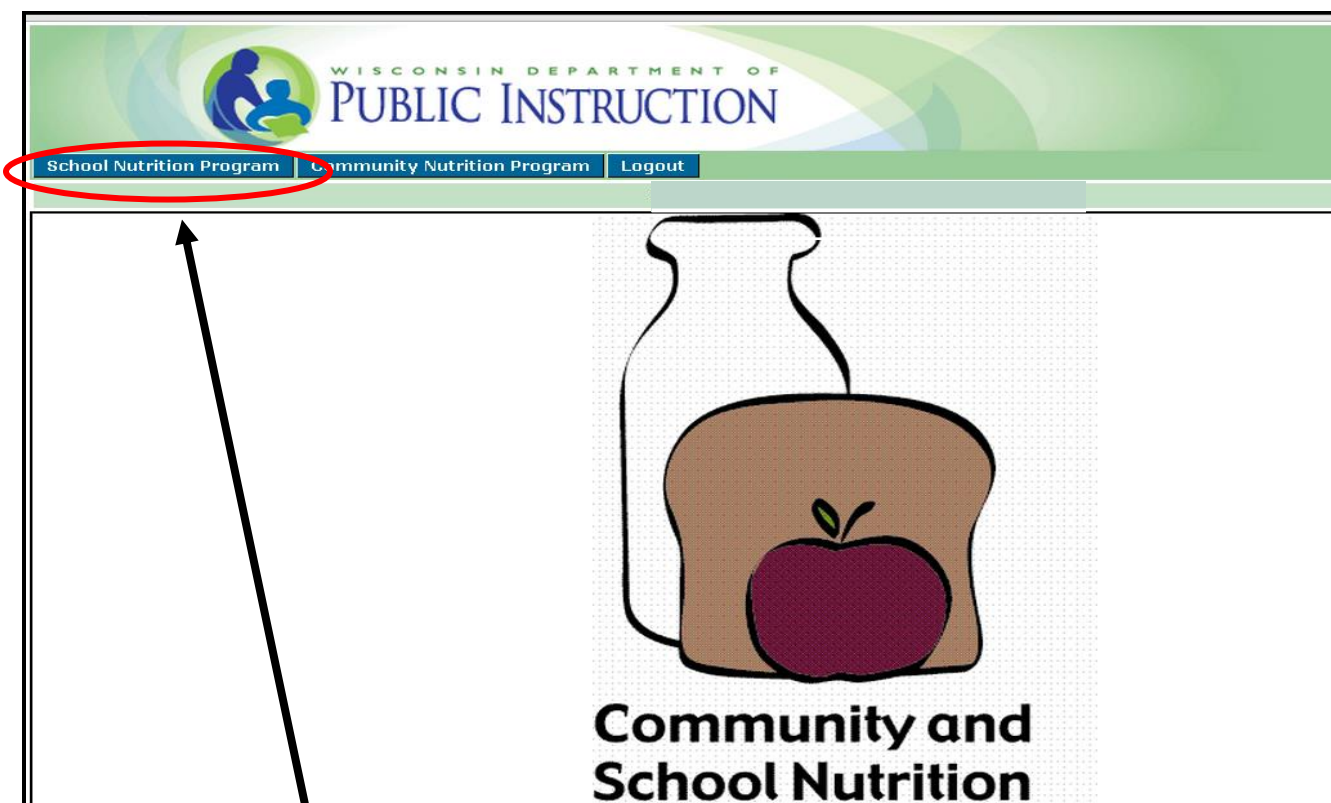
Community and
School Nutrition
PROGRAMS
WISCONSIN DPI

 LOG IN

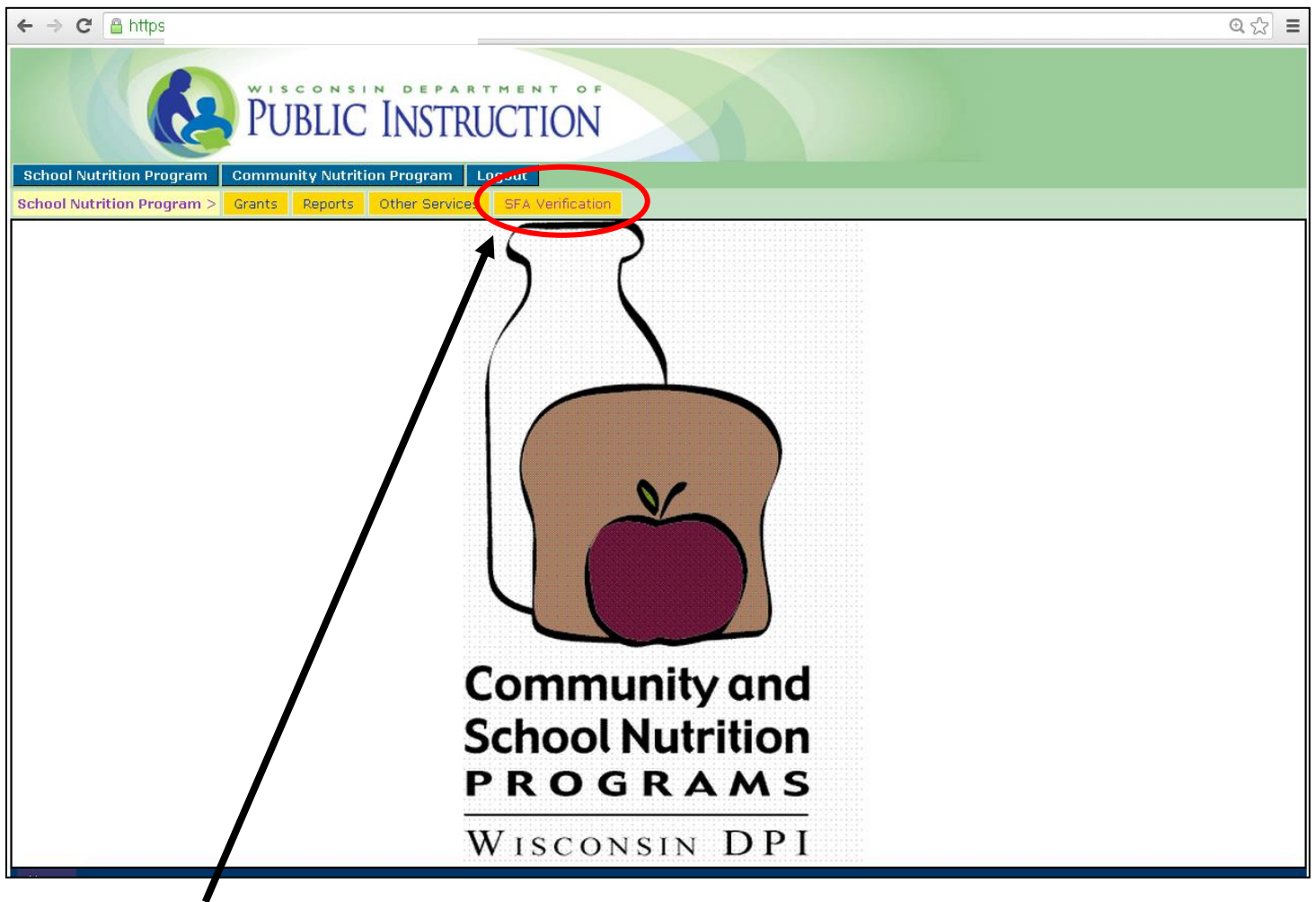
Agency Code

Password

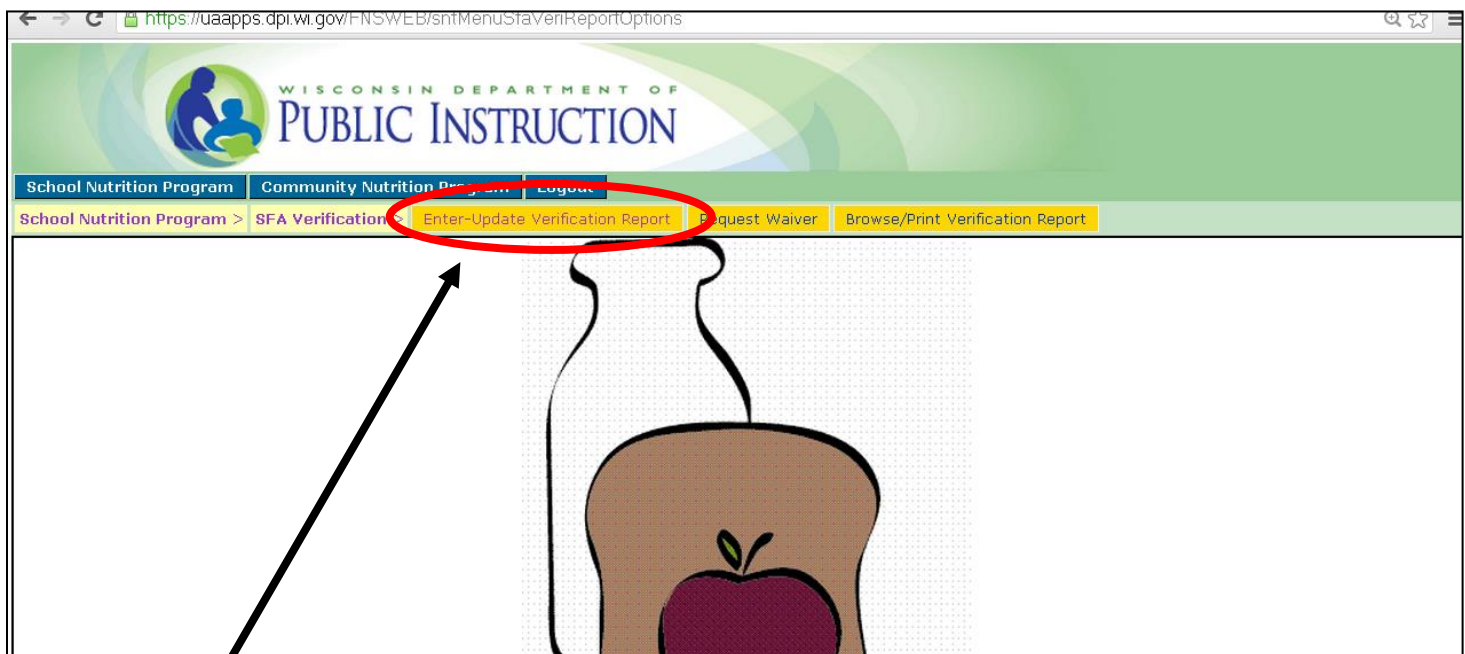
Log in using your SFA's Agency Code and Password



Select "School Nutrition Program"



Select "SFA Verification"



Select "Enter-Update Verification Report"

Section 1 – Total Schools, RCCIs, and Enrolled Students

Section 1 Total Schools, Residential Child Care Institutions(RCCIs) and Enrolled Students	**All SFAs must report Section 1**	A.Number of Schools OR Institutions	B.Number of Students
	1-1: Total schools (Do not include RCCIs):		
	1-2: Total RCCIs (Do not include schools counted in 1-1):		
	1-2a: RCCIs with day students (Report ONLY day students in 1-2aB):		
	1-2b: RCCIs with NO day students:		

Section 1 – Total Schools, RCCIs, and Enrolled Students

All SFAs with schools or RCCIs operating in the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) must complete this section regardless if all schools are exempt from verification. Report the number of schools or institutions operating the NSLP and/or SBP and the number of enrolled students with access to the NSLP and/or SBP as of the **last operating day in October**.

All SFAs must complete Section 1-1

1-1A: Total number of schools (not including RCCIs) operating in the NSLP and/or SBP

1-1B: Total number of enrolled students with access to the NSLP and/or SBP

All Residential Child Care Institutions (RCCIs) must complete Section 1-2

1-2A: Total number of RCCIs operating in the NSLP and/or SBP

1-2B: Total number of enrolled students with access to the NSLP and/or SBP in RCCIs only

- **1-2aA:** Of the RCCIs reported in 1-2A; enter the number of RCCIs with *day students*
- **1-2aB:** Total number of *day students* with access to the NSLP and/or SBP

(Day students are those students NOT institutionalized and eligibility is determined individually by application or direct certification as applicable.)

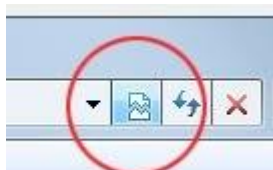
- **1-2bA:** Of the RCCIs reported in 1-2A; enter the total number of RCCIs with NO day students
- **1-2bB:** Total number of students at the RCCIs that DO NOT have day students

Any RCCI that has both day students and non-day students, please contact Karrie Isaacson at karrie.isaacson@dpi.wi.gov or 608-266-2416 for assistance in completing this report.

Section 2 – For Reporting Community Eligibility Provision (CEP) and Provision 2 (P2) Schools.

NOTE: If your SFA does not operate an alternate provision such as **Community Eligibility Provision (CEP) or Provision 2**, check this box and move on to section 3.

If you check this box, you will get a pop up message. The pop up must be answered for you to continue to the next section. If you do not see the pop up: Turn off your pop up blocker OR if you are using Internet Explorer 10, click on the “Compatibility View” icon.



ONLY SFAs with alternate provisions must report Section 2		A.Number of Schools AND Institutions	B.Number of Students
<input type="checkbox"/> Check if SFA does not operate under CEP or Provision 2			
2-1: Operating Provision 2/3 in a BASE year for NSLP and SBP:			
2-2: Operating Provision 2/3 in a NON BASE year for NSLP and SBP:			
2-2a: Provision 2/3 students reported as FREE in a NON BASE year:			
2-2b: Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:			
2-3: Operating the Community Eligibility Provision:			
2-4: Operating Other alternatives for NSLP and SBP:			
2-5: Operating an alternate provision(s) for only SBP or only NSLP:			

Section 2 – SFAs operating an alternate provision, which in Wisconsin includes the Provision 2 or Community Eligibility Provision (CEP), must complete this section.

Report the number of students with access to the NSLP and/or SBP as of the **last operating day in October**.

Provision 2 Schools

2-1A: Total number of schools/institutions operating Provision 2 in a BASE year for NSLP and/or SBP

2-1B: Total number of students with access to the NSLP and/or SBP at a school/institution in a BASE year

Note: BASE year is when certification procedures are conducted.

2-2A: Total number of schools/institutions operating Provision 2 in a NON-BASE year for NSLP and/or SBP

2-2B: Total number of students with access to the NSLP and/or SBP at a school/institution in a NON-BASE year

Note: NON-BASE year is when no eligibility certification procedures are conducted.

- **2-2aB:** Multiply the most recent October FREE percentage from the base year by the enrollment reported in 2-2B to determine 2-2aB
- **2-2bB:** Multiply the most recent October REDUCED PRICE percentage from the base year by the enrollment reported in 2-2B to determine 2-2bB

Community Eligibility Provision (CEP) Schools

2-3A&B: Enter the number of schools operating the CEP and number of students. If your agency is CEP district wide, enter the total number of schools in your district and total enrollment (only including students who have access to a meal). If your agency has some schools in CEP, but not all, enter the number of CEP schools and the total enrollment for those schools only in this section. All other non-CEP schools will be reported in sections 3 through 5.

Questions 2-4 and 2-5 will not apply to any Wisconsin schools. If you have questions about these options please contact the School Nutrition Team.

Section 3 – Eligibility Based on Direct Certification

All SFAs must report Section 3 or check box 3-1 if applicable		B. Number of FREE Students
For SFAs in CEP, only check this box if the <u>entire</u> SFA is participating in CEP	<input type="checkbox"/> 3-1: check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with FoodShare (i.e. NON BASE year Provision 2/3 for all schools)	
ONLY include students with S and O codes in 3-2	3-2: Students directly certified through Supplemental Nutrition Assistance Program (FoodShare) : Do not include students certified with FoodShare through the letter method.	
Section 3 Students approved as FREE eligible NOT subject to verification	3-3: Students directly certified through other programs: include those directly certified through Temporary Assistance for Needy Families (W2 Cash Benefits), Food Distribution Program on Indian Reservations (FDPIR) or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-k Even Start, or non-applicant but approved by local officials. DO NOT include FoodShare students already reported in 3-2.	
DO NOT include students with S or O code or Medicaid-Reduced (Z code) in section 3-3.	3-4: Students certified categorically FREE eligible through FoodShare letter method: include students certified for free meals through the family providing a letter from the FoodShare agency.	
Wisconsin <i>does not</i> use this method. Leave box 3-4 blank		

Section 3 – Students Approved as FREE Eligible by Direct Certification (DC)

CEP and Provision 2

- If **ALL** schools in the SFA are participating in CEP or are in a non-base year for Provision 2, check box 3-1.
- Direct Certification data for CEP students reported in the “*Special Provision Match Report*” submitted separately to the School Nutrition Team is **NOT** included in this report. CEP students are only reported in section 2-3 of this report.
- If only some schools in the SFA are participating in CEP, complete the remaining fields in Section 3 and all other sections of this report **only for the schools NOT participating in CEP.**

Note: If a student was on an application *and* matched on the DC list, that student must be counted in this section as directly certified and their application is not subject to verification. Additionally, if a student is extended eligibility based on a sibling or household member matching on DC, they would also be included in this section.

Report number of students approved as free eligible by DC as of the **last operating day in October.**

3-2: Number of students who were directly certified through FoodShare:

DC Code	Program
S	FoodShare
O	FoodShare and W-2 Cash Benefits

3-3: Number of students who were directly certified through any of the following:

DC Code	Program	Other source categorical
T	W-2 Cash Benefits	Homeless, Migrant, Runaway (Documentation required)
E	Foster	Head Start or Pre-K Even Start (Documentation required)
G	FDPIR	Local Official Determination (Documentation required)
M	Medicaid – Free	

DO NOT report Medicaid – Reduced (Z code) in the VCR at all. Medicaid-Reduced will be collected and reported to USDA through an alternate mechanism since the VCR has not yet been updated to reflect these matches.


Foster children who do not match on DC but are eligible for free benefits based on information from a local agency should also be included in box 3-3. Foster students who qualify for free benefits based on an *application* must be counted in box 4-1.

3-4: Number of FREE students *certified* categorically eligible through the FoodShare letter method. This is different than receiving a letter from the FoodShare agency for verification purposes. **Leave this box blank;** N/A in WI.

Section 4 – Eligibility Based on Applications

	All SFAs collecting applications must report Section 4	A.Number of Applications	B.Number of Students
Section 4 Students approved as FREE or REDUCED PRICE eligible through a household application	4-1: Approved as categorically FREE eligible: Based on those providing documentation (e.g. a case number for FoodShare, W2 Cash Benefits, FDPIR on an application)	<input type="text"/>	<input type="text"/>
	4-2: Approved as FREE eligible: Based on household size and income information	<input type="text"/>	<input type="text"/>
	4-3: Approved as REDUCED PRICE eligible: Based on household size and income information	<input type="text"/>	<input type="text"/>
T-1: Total FREE Eligible Students Reported: <input type="text" value="0"/>		T-2: Total REDUCED PRICE Eligible Students Reported: <input type="text" value="0"/>	

T-1 and T-2 will automatically populate based on the numbers listed above

 **CONTINUE**

Section 4 – Students Approved as Free and Reduced Eligible through a Household Application

All SFAs with schools and/or RCCIs collecting USDA Free and Reduced Price School Meal Applications must report this section, including schools and/or RCCIs in a Provision 2 base year and schools not participating in CEP.

- Report *number of applications* in Column A approved as of **October 1** (Exclude carry-over applications from previous SY)
- Report *number of students* in Column B **as of the last operating day in October**

Categorically Free Eligible

4-1A: Number of **applications** approved as categorically FREE eligible based on documentation submitted on an application (i.e., case number for FoodShare, W-2 Cash Benefits, or FDPIR on an application) on file as of **October 1** (excluding carry-over applications from previous SY).

4-1B: Number of **students as of the last operating day in October** approved as categorically FREE eligible based on documentation submitted on an application (i.e., case number for FoodShare, W-2 Cash Benefits, or FDPIR number).

Free Eligible based on Income

4-2A: Number of **applications** approved as FREE eligible based on income information submitted by the household on file as of **October 1** (excluding carry-over applications from previous SY).

4-2B: Number of **students as of the last operating day in October** approved as FREE eligible based on income information submitted by the household.

Reduced Price Eligible based on Income

4-3A: Number of **applications** approved as REDUCED PRICE eligible based on income information submitted by the household on file as of **October 1** (excluding carry-over applications from previous SY).

4-3B: Number of **students as of the last operating day in October** approved as REDUCED PRICE eligible based on income information submitted by the household.

***For a mixed household application that includes both a foster child(ren) who is not directly certified and income eligible students, do not report the application in two places. Further instructions on reporting mixed household incomes can be found on page 15 of this manual, Attachment A – “Special Situation”.**

Section 5 – Results of Verification

****All SFAs must report Section 5 or check box 5-1 if applicable****

- ☐ 5-1: Check the box only if ALL schools and/or RCCIs are exempt from verification (see instructions for list of exemptions). If 5-1 is checked, no further reporting in Section 5 is required.

5-2: Was verification performed and completed?

- ☐ 1. Yes, completed by November 15th
- ☐ 2. Yes, completed after November 15th
- ☐ 3. No, verification was NOT performed or the process was not completed.

5-3: Type of Verification process used:

- ☐ 1. Standard (Lesser of 3% or 3,000 error-prone)
- ☐ 2. Alternate one (Lesser of 3% or 3,000 selected randomly)
- ☐ 3. Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with FoodShare/W2 Cash Benefits/FDPIR case numbers)

If 1 or 3 is checked in 5-2, report 5-4.

5-4: Total ERROR PRONE applications: Report all applications as of October 1st considered error prone

5-5: Number of applications selected for verification sample:

Section 5 – (5-1 through 5-5)

All SFAs must report Section 5 or check box 5-1 if applicable.

5-1: Only the SFAs and RCCIs that are exempt from verification should check box 5-1.

Verification activities are NOT required for:

- schools/RCCIs in which all children eligible for free meals have been certified under direct certification procedures including documented as eligible foster, migrant, runaway or homeless children;
- RCCIs which do not have day students;
- schools participating only in the Special Milk Program;
- schools in which all children are served with no separate charge for food service and no special cash assistance is claimed (i.e., non-pricing programs claiming only the paid rate of reimbursement);
- SFAs in which ALL schools participate in CEP or are Provision 2 schools in a non-base year;
- schools which do not have any free or reduced price eligible students;
- other Food and Nutrition Service determined exemptions, on a case-by-case basis.

5-2: Indicate whether the verification activities were performed and completed by the deadline of November 15.

5-3: Check the type of verification process used to comply with the requirements of 7 CFR 245.6a. Please note the qualification requirements in 7 CFR 245.6a(d) must be met to use the two alternate sample sizes.

- *Standard:* Verify 3% or 3,000 of approved applications, whichever is less, selected from error prone applications on file as of October 1. If there are not enough error prone applications, LEAs must select at random additional applications to complete sample size.
- *Alternate One:* Verify 3% or 3,000, whichever is less, of all randomly selected approved applications on file as of October 1.
- *Alternate Two:* Verify the lesser of 1% or 1,000 approved applications as of October 1 selected from error prone applications PLUS the lesser of one-half of one percent or 500 applications approved as of October 1 that provided a case number in lieu of income.

5-4: If *Standard* or *Alternate Two* was selected in 5-3, list the total number of **error prone applications as of October 1** in section 5-4. Error prone applications are household applications approved as of October 1 indicating monthly income within \$100 of the monthly limit or annual income within \$1,200 of the annual limit of the applicable income eligibility guidelines.

5-5: Enter the total number of applications selected for the verification sample. If any applications were verified for cause, do not include them in this total, they will be recorded in VC-1, at the end of Section 5.

Section 5 – Results of Verification (cont.)

****All SFAs must report 5-7 or check box 5-6 if applicable****

☐ **5-6:** Check the box if direct verification was not conducted in the SFA, (i.e., not one of the schools and/or RCCIs in the SFA performed direct verification). If 5-6 is checked, skip 5-7.

Note: THIS IS NOT DIRECT CERTIFICATION.
See definition of direct verification below.
These numbers will not be included in section 5-8

Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with FoodShare/W2 Cash Benefits/FDPIR/MEDICAID as November 15h

5-7: Confirmed through direct verification:

5:8 Results of Verification by Original Benefit Type

For each original benefit type (A, B & C), report the number of applications and students as of November 15th for each result category (1, 2, 3 & 4). Do NOT include students and applications already reported in 5-7A or 5-7B.

A. FREE-categorically Eligible Certified as FREE based on FoodShare/W2 Cash Benefits/FDPIR documentation (e.g case number) on application			B. FREE-Income Certified as FREE based on income/household size application			C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application		
Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students
1. Responded, NO CHANGE:	<input type="text"/>	<input type="text"/>	1. Responded, NO CHANGE:	<input type="text"/>	<input type="text"/>	1. Responded, NO CHANGE:	<input type="text"/>	<input type="text"/>
2. Responded, Changed to REDUCED PRICE:	<input type="text"/>	<input type="text"/>	2. Responded, Changed to REDUCED PRICE:	<input type="text"/>	<input type="text"/>	2. Responded, Changed to FREE:	<input type="text"/>	<input type="text"/>
3. Responded, Changed to PAID:	<input type="text"/>	<input type="text"/>	3. Responded, Changed to PAID:	<input type="text"/>	<input type="text"/>	3. Responded, Changed to PAID:	<input type="text"/>	<input type="text"/>
4. NOT Responded, Changed to PAID:	<input type="text"/>	<input type="text"/>	4. NOT Responded, Changed to PAID:	<input type="text"/>	<input type="text"/>	4. NOT Responded, Changed to PAID:	<input type="text"/>	<input type="text"/>

VC-1: Total questionable applications verified for cause

Report the number of applications as of November 15th verified for cause in addition to the verification requirement.

Section 5 – Direct Verification – Verifying Official requests records *directly from public agency* to verify income and/or program participation – rather than requesting documentation from families. **THIS IS NOT DC.** This is an optional way to verify case number applications or foster child status that did not show up on any DC run.

5-6: Check this box if direct verification was not conducted by the Verifying Official.

5-7A&B: If direct verification was conducted, only report applications and students if free and/or reduced price eligibility was confirmed through this method. Remember, this is different from DC. Do not include any applications for students directly verified in section 5-8.

5-8: Recording the Results of Verification

This section reports the outcome of the verification process. See the next page for further instructions on reporting results of verification.

Responded is defined as: The household provided sufficient documentation. This includes verbal or written notification that the household declines benefits.

Not responded is defined as: The household did not provide sufficient documentation or the household did not provide a response.

Section 5– Results of Verification (cont.)

Section 5 – Results of Verification (section 5-8 cont.)

Results Categories – Only applications chosen for verification should be recorded in this section.

Results of Verification by Original Benefit Type

For each original benefit type in the following sections (**A - Categorically Free; B - Free based on Income; C - Reduced based on Income**), report the number of applications and students as of November 15 for each result category (1, 2, 3, and 4).

Do NOT include students and applications that were already reported in box 5-7A or box 5-7B.

A1, B1, and C1: Number of applications with no change and the number of students on these applications.

A2 and B2: Number of applications changed to REDUCED PRICE based on sufficient documentation provided by the household and the number of students on the applications.

C2: Number of applications changed to FREE based on sufficient documentation provided by the household and the number of students on the applications.

A3, B3, and C3: Number of applications for which the eligibility was changed to PAID based on sufficient documentation by the household and the number of students on the applications.

A4, B4, and C4: Number of applications for which the eligibility was changed to PAID because documentation necessary to complete the verification process was NOT provided and list the number of students on the applications.

VC-1: Any applications that were verified for cause outside of the required verification sample size as of November 15 must be recorded in VC-1. **The results of the applications verified for cause must also be reported in section 5-8, but they should NOT be included in the number of applications selected for the verification sample reported in section 5-5.**

‘Verification for Cause’ explanation from Eligibility Manual for School Meals

The SFA has an obligation to verify all questionable applications (verification “for cause”). Such verification efforts cannot delay the approval of applications. If an application is complete and indicates that the child is eligible for free or reduced price benefits, the application must be approved. Only after the determination of eligibility has been made can the LEA begin the verification process.

Please refer to the current *Eligibility Manual for School Meals* for more information regarding when verification for cause should be conducted.

When Section 5 is complete, select “Continue” button:



Submitting the Report

SFA Verification Report For SY 2013-2017-2018
Attestation

100

Submit Report

Attestation



- I certify that I am the the individual authorized to represent the Local Education Agency (LEA) in matters pertaining to school nutrition program.

First Name Last Name

Phone Number Extension

Email Address

☒ I Agree

 BACK  Submit

ction 1-4] [Section 5]

Enter contact information of the person submitting the report, check the "I Agree" box and select "Submit"

Do NOT log off yet.


Make sure this message is received and a copy of the report is printed before logging off.

You have successfully submitted the Verification Report to DPI.

ON

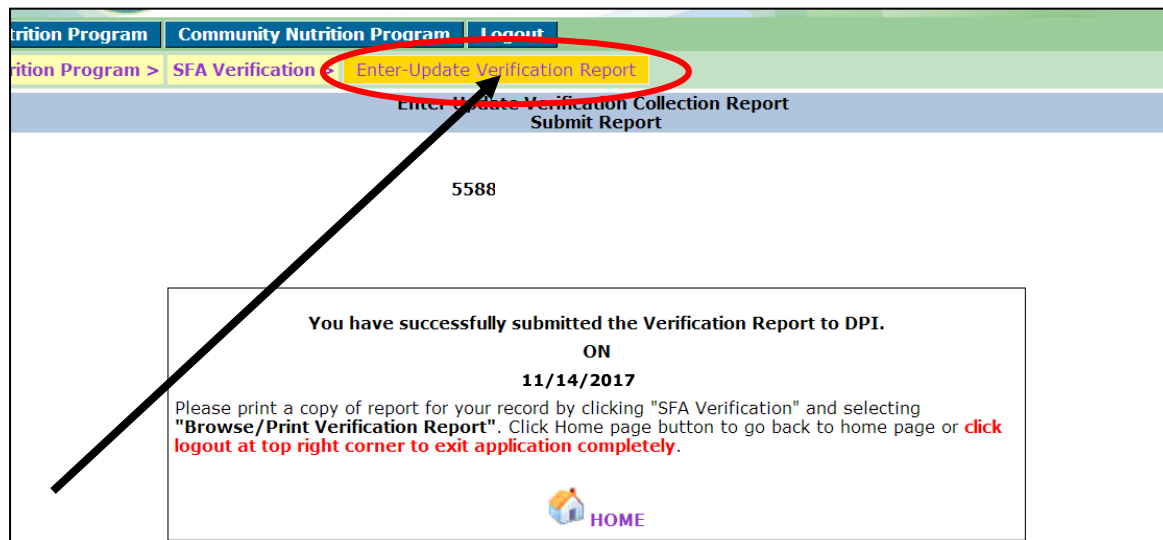
11/14/2017

Please print a copy of report for your record by clicking "SFA Verification" and selecting "**Browse/Print Verification Report**". Click Home page button to go back to home page or **click logout at top right corner to exit application completely.**

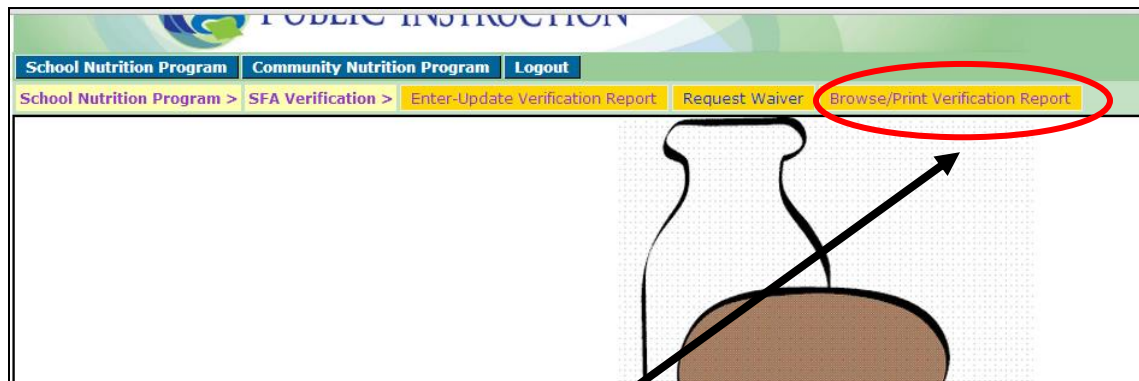
 HOME

****Printing instructions on next page****

Printing Instructions



Select "SFA Verification"



Select "Browse/Print Verification Report"

[Select Year]

Select Year from the list to view the application for that year
[No Year in List Box mean Agency does not have approved Application]

Select Year: 2017-2018 ▼



Click the "Retrieve" Button

Print the 2 pages of the report and keep on file for three years plus the current year. This report, along with the applications verified, proof of income from households and any correspondence with households, will be reviewed during an Administrative Review.

Attachment A – Special Situation

Multiple eligibility types on one application due to foster and non-foster students in same household.

For applications that include both a foster child(ren) who is not directly certified and income eligible students DO NOT REPORT THE APPLICATION IN TWO PLACES.

- **Report the foster child in box 4-1B:** Number of students approved as categorically FREE eligible based on documentation, for example, on a case number from FoodShare/W2 Cash Benefits/FDPIR on the application.
- **Do not include the application in box 4-1A:** (Number of applications approved as categorically FREE eligible based on documentation for FoodShare/W-2 Cash Benefits/FDPIR).

For the other income eligible student(s) on the same application as the foster child, the income eligible student(s) **AND** the application must be reported in the appropriate free and reduced price income eligible box.

- Students:
 - Free: box **4-2B**: Number of students approved as FREE eligible based on income/household size information submitted on an application
 - Reduced price: box **4-3B**: Number of students REDUCED PRICE eligible reported based on income/household size information submitted on an application
- Applications:
 - Free: box **4-2A**: Number of applications approved as FREE eligible based on income/household size information submitted on an application
 - Reduced price: box **4-3A**: Number of applications approved as REDUCED PRICE eligible based on household information submitted on an application

If the other children on the application are determined to be ineligible due to not meeting the income requirements, then the foster child must be reported in the following boxes:

- **Box 4-1B:** Number of students approved as categorically FREE eligible based on FoodShare/W-2 Cash Benefits/FDPIR
- **Box 4-1A:** Number of applications approved as categorically FREE eligible based on FoodShare/W-2 Cash Benefits/FDPIR

Since the other children on the application do not qualify for benefits, the application is only tied to the foster child.